

Knockin Village Hall

Registered Charity No. 522537

Trustees' Annual Report

1st April 2023– 31st March 2024

Clerk to the Trustees:

Mrs Amy Jones
Hawthorn Cottage
Porthywaen
Oswestry
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Names of Trustees

Knockin Parish Council is sole trustee of Knockin Village Hall

Knockin Parish Councillors

Cllr S Burns
Cllr D Roberts
Cllr J Jones
Cllr J Manford
Cllr D Mitcham
Cllr M Moseley

Sources of advice and support

Bank: Unity Trust Bank

Governance

Knockin Village Hall is an established charity on 30.10.59 and Knockin Parish Council became sole trustee in 30.4.15

The hall is leased from The Bradford Estate for an annual rent of 50p per year. The lease is a full repairing lease which means that, although no rent is payable, the Parish Council is responsible for keeping the building in good state of repair.

To guide the Parish Council in exercising its duty of care to members, employees and users of the hall, the following policy statements are in place:

Health & Safety Policy
Fire risk Assessment

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence with Shropshire Council which is in the process of being reviewed and updated.

Risk Management and Insurance

The village hall is insured with respect to property damage (buildings insurance) by Hiscox Insurance. It is insured with the same company with respect to contents, public liability, employers' liability and legal assistance.

The Parish Council recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

Building Issues

- Portable electrical appliances are tested by a qualified personnel.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is reviewed annually and updated every three years.
- Fire alarm is serviced every 6 months and emergency lighting annually.
- Fire fighting appliances are inspected annually under contract.
- The contractors of the hall carries out regular fire alarm and emergency lighting checks these are recorded and any concerns reported to the Parish Clerk. The record log is checked by the Clerk of the Parish Council on a regular basis

Objectives of the Charity

Provision of a Village Hall for the use of the inhabitants of Knockin and the neighbourhood without distinction of sex or of political, religious, or other opinions,

Use of village hall for use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

The hall is in use for a variety of activities

- Dog training
- Church Meetings
- Badminton
- Post Office
- Community Meetings
- Parish Council Meetings

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fundraising activities

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall and the annual contribution from the Parish Council are set to achieve this.

Management costs have been kept to a minimum and over the past year the Parish Clerks hours and cleaning budget have been cut in an attempt to reduce expenditure and reduce the hall's reliance on the Parish Council subsidy with an aim of reducing this over time.

In addition, the Parish Councillors give up on average 5 hours a month for meetings and running fundraising events which have included a duck race, quiz night and craft markets.

2023-24 Achievements

Expenditure

In addition to the usual expenditure on basic running costs and statutory inspections, there was substantial investment in a new heating system in 2023 which cost just over £6500. The aim of this new installation is to reduce the overall costs and make heating the building more efficient. It has also simplified the hiring process for hirers as the cost of heating is now included in the hourly rate. A electricity smart meter has also been fitted in the hall resulting in more accurate electricity bills.

The charity had £20,202.63 in the bank as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. It is the Trustees' policy to increase unrestricted reserves so that they represent three months expenditure. Any excess reserves may be earmarked for specific projects.

The Parish Council as sole trustee is responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

Future Plans

It is planned to hold more fundraising events in 2024-25, which includes a Christmas community social event to enable new residents to meet with existing residents and build community spirit which may help maintain the future financial sustainability of the hall. There are also plans to increase marketing activity to encourage more 'ad-hoc' bookings like children's parties as the space is perfect for these events.

The Parish Council as sole trustee declares that they have approved the trustees' report above.
Signed on behalf of the Parish Council

Signature

Full names: David Roberts

Position: Chairman

Date:

**KNOCKIN ASSEMBLY ROOMS
RECEIPTS & PAYMENTS 2023/24**

31.03.24

Happyfit	90.00
One off hire	229.00
Parish Council Contribution	3360.00
Electricity / msc.	295.00
Lunch Club	0.00
Badminton	1227.00
Filling Station	324.00
Coffee Catch Up	247.50
Grants/ fundraising	813.10
Dog Training	2625.00
Post office	155.00
VAT reimbursement	1642.21
sub total	<u>11007.81</u>

Payments

Cleaner	2239.96
Insurance	2415.38
Water	321.45
BT	678.14
Power	2313.89
Refuse	408.02
M and R	7459.76
Supplies	85.27
Licence & Audit	230.00
Statutory Tests	502.83
Rent	0.50
Banking	72.00
VAT	1827.30
sub total	<u>18554.50</u>

Total Payments **18554.50**

Surplus/Deficit- **-7546.69**

Balance as at 1st April, 2023 **27,749.32**

Surplus/Deficit for year -7,546.69

Balance **20,202.63**

General Reserves **£20,202.63**

Knockin Assembly Rooms

Bank Reconciliation as at 31.03.24

Current Account

	£	
Balance per Bank Account	Unity	£21,487.32
deposit account 20352628		£0.00
receipts not paid in		

Total £21,487.32

Less Unpresented Cheques not paid in

300099 - Insurance £1,284.69

Total £1,284.69

Reconciled Balance £20,202.63

Total Balance £20,202.63

The Net Balances reconcile to Cash Book (R&P Account) for the year as follows:

Opening Balance 1 April 2023	27,749.32
Add: Receipts in the Year	11007.81
Less: Payments in the Year	18554.50

Balance as per cash book 20,202.63

(must equal net balance as above)